

**SUBJECT: Procedure for Requesting Grant Amendments for Extending the Term of Work and/or Budget Revisions
Policy Bulletin #1**

EFFECTIVE DATE: July 1, 2000

In accordance with 24 CFR Part 84, the following is MSHDA's Office of Community Development (OCD) policy with respect to grant amendments for extending the term of work and/or budget revisions. Note: the following types of amendment requests **must be submitted in writing from the grantee**, prior to obtaining written approval from the OCD. The amendment request from the grantee must be **signed by the authorized signatory**:

1. Amendments will include changes among approved cost categories, excluding administrative funds, that exceed the lesser of:
 - C Changes of substance in the scope of work; including, but not limited to request for extension of project completion date; and
 - C Changes among approved funded cost categories, excluding administrative funds, in excess of ten percent (10%) of the grant amount or \$15,000, whichever is lesser.
2. A budget amendment to increase a grant amount will be considered when it represents:
 - C Outstanding performance by the grantee. Such an amendment authorizing additional grant funds will not be for a period exceeding their current grant term; or
 - C Unforeseen or uncontrollable project costs incurred by the grantee.
3. A request by a grantee to amend line item budget categories/activities will be reviewed and approved on a case-by-case basis by the respective CD Specialist for reasonableness and appropriateness.

Upon receipt and review of the amendment request, OCD will execute an amendment, as appropriate. Should you have any questions, contact your Community Development (CD) Specialist or CD staff at (517) 373-1974.